Credits: 3 Credits

Course Description: This course provides students with an overview of general hardware and software issues such as terminology and environments. The focus on the use of application software includes word processing, spreadsheets, databases, and presentation software.

Prerequisites: None

Course Objectives:

- Students will learn the fundamentals of Office 2007 and demonstrate abilities by completing a variety of tasks and exams.
- To expose students to practical examples of the computer as a useful tool.
- To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal uses.
- To help students discover the underlying functionality of Office 2007 so they can become more productive.
- To encourage independent study.

Instructor: Christy Jackson
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Textbook: Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition (0-3248-2684-2)

	Grading Scale
Grading Methods	A=90%
Objective Tests	B=80%
Quizzes	C=70%
Other Projects	D=60%
Final research project & presentation	F=59% and below

Grades will be calculated by dividing total points
by total points available from assignments and tests.

Tentative Course Outline:

- ESSENTIAL INTRODUCTION TO COMPUTERS

- MICROSOFT WORD 2007
    1. Creating and Editing a Word Document
    2. Creating a Research Paper
    3. Creating a Cover Letter and a Resume

- MICROSOFT EXCEL 2007
    1. Creating a Worksheet and an Embedded Chart
    2. Formulas, Functions, Formatting, and Web Queries
    3. What-If Analysis, Charting, and Working with Large Worksheets

- MICROSOFT ACCESS 2007
    1. Creating and Using a Database
    2. Querying a Database
    3. Maintaining a Database

- MICROSOFT POWERPOINT 2007
    1. Creating and Editing a Presentation
    2. Creating a Presentation with Illustrations and Shapes
    3. Presenting the results of research using PowerPoint as a visual aid (final project)

General Education Goals/Objectives:
MSU-B General Ed. Goal #2

Relationship to Campus Theme:
Technology: The Course focuses on knowledge and application of technology
Objective 1: Completes assignments using appropriate application software
Skill: 1. Creates, edits, and formats a word processing document
              2. Creates, edits, and formats a spreadsheet application
              3. Creates, edits, and formats a slide show

Online Classroom Policies:
- Students are required to complete all class activities.
- Assignments are due at the designated time. Assignments handed in late will lose 50% of the grade that would have been earned if the work had been submitted on the due date.

Academic Integrity:
Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19)